

Concept Report Review Process

NOTE:

PM = Project Manager

DPL = Design Phase Leader

The documentation below reflects **PM/DPL**. The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

DPL/PM	<ol style="list-style-type: none"> 1. Create the copy of the report in the <i>PI\PE\Roadway Design\Concept</i> folder. The Engineer of Record will sign the report, scan and insert the signature page, then version the report (optional – see below). <ol style="list-style-type: none"> a. Right-click on the report b. Select New=>Version c. Enter the date as the version name (ie: 090118) d. Click OK 2. Send an email to the PM with the ProjectWise link to the draft document in the <i>PI\PE\Roadway Design\Concept</i> folder. <p>NOTE: The PM will be responsible for placing documents created by consultants in the <i>PI\PE\Roadway Design\Concept</i> folder.</p>
PM	<ol style="list-style-type: none"> 3. Send an email to Design Policy & Support (ConceptReports@dot.ga.gov) with the ProjectWise link to the document in the <i>PI\PE\Roadway Design\Concept</i> folder.
Design Policy	<ol style="list-style-type: none"> 4. Copy file from <i>PI\PE\Roadway Design\Concept</i> folder to <i>PI\PE\State Conceptual Design\Review</i> folder. 5. Send an email with the ProjectWise link to Office Heads (OH) for Review and comment according to the PDP. 6. Receive email notifications and review comments from OHs'. A copy of each OH's recommendation is to be stored in the project folder. 7. Send an email to the PM with OH's comments.

PM	<p>8. Report is updated by the project team members based on comments received.</p> <p>9. Once review comments have been addressed by the project team, send an email with the ProjectWise link to Design Policy & Support stating comments have been addressed.</p>
DPS	<p>10. Prepares document for routing and approval. The report may be returned to the PM for additional corrections.</p> <p>11. Print the updated report and route to the Director of Engineering, the Chief Engineer, and FHWA, as appropriate for concurrence.</p>
PoDI	<p>12. (FHWA - PoDI) Chief Engineer submits hard copy to FHWA and sends notification to Design Policy & Support. After approval, FHWA returns their comments to the Chief Engineer. If there are comments from FHWA to be addressed by the project team, the report is updated and resubmitted to Design Policy & Support by the PM.</p>
DPS	<p>13. After approval by the Chief Engineer, Design Policy & Support completes the approval letter.</p> <p>14. Move the approved report to the <i>PI\PE\State Conceptual Design\Concepts\Approved Documents</i> folder, along with setting the Doc Type, the Public Access flag, and the files to Final Status.</p> <p>15. Send email link with the PW location of the document to the distribution list.</p> <p>16. Delete any previous versions of document.</p>
PM	<p>17. Place all files (.dgn, .pdf, etc.) used to create the Concept Layout(s) included as attachments to the approved concept report in the <i>PI\Record Plan Sets\02 – Concept Report Layout</i> folder.</p> <p>18. Run the Refscan utility on all DGN files to correctly associate the reference files in this new location.</p> <p>19. Set Final Status on all files in the <i>PI\Record Plan Sets\02 – Concept Report Layout</i> folder.</p> <ol style="list-style-type: none"> Select all files Right-Click => Change State => Set Final Status